

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: COMMUNITY CENTER FACILITY
RESERVATION POLICY**

POLICY No. 309

Effective Date: January 11, 2000

Last Revision: July 1, 2013

PURPOSE:

To establish procedures for the Community Services Department with respect to authorizing rental use of the Laguna Hills Community Center.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Community Center facility reservations.

PROCEDURE:

I. PRIORITY USE

Priority of use for Community Center reservations shall be as follows:

- A. City programs, including those activities and events in which the City of Laguna Hills is cosponsoring.
- B. Laguna Hills sports organizations directly sponsoring youth programs open to all applicants, local youth and adult organizations and groups such as service clubs, churches, and veterans, whose membership is open to the public provided such organization and/or group carries out its activities through an existing bona fide office, a recognized place of worship, or an existing recognized and established meeting place that is physically located within the City.
- C. Residents of the City of Laguna Hills.
- D. Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- E. Non-resident organizations.

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- F. Non-resident individuals.

II. APPLICATION PROCESS

- A. Applicants must complete a Facility Permit application for Community Center facility use. The application must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.
- B. **A mandatory site meeting will be scheduled with the Facility Permit applicant and the City's facility coordinator at the Laguna Hills Community Center & Sports Complex.** The site meeting appointment should be made at least 14 days prior to the event. Any caterer or special event coordinator should also attend the site meeting. Failure to complete a site meeting could result in a cancellation of the event and forfeiture of fees and deposits. The applicant is the only person who may request changes to the reservation.
- C. All payments are due fourteen (14) calendar days prior to scheduled use. **Payments made less than fourteen (14) calendar days prior to use must be made in cash, cashier's check, or money order.** All receipts for payments and any reimbursements will be made to the Applicant only, regardless of payment source. Always identify payments by event date(s), facility, and reserving party's name.
- D. Usage time on the application must include all facility preparation, including the user's setup and decoration time by caterer and/or user, as well as cleanup time following use. Reservations are based upon use within the specified time period. Any additional use will be charged.
- E. Building rentals include the use of tables and chairs. Kitchen rental offers use of refrigerator/freezer, stove, oven(s), and microwave. Building staff will set up and break down the floor plan requested. However, due to other responsibilities, only one setup per group will be provided. Please do not request changes after the setup is complete.
- F. Dependent upon the nature of the proposed activity or facility use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance

policy covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name as additional insureds, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. Applicants required to provide liability insurance must provide the original Certificate of Insurance in the amount of \$1 million or more to the City Clerk via the Community Services Department for approval at least fourteen (14) days prior to reservation date.

- G. Community Center rentals in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of the event.

III. POLICIES AND PROCEDURES

A. General Rules

- Use of the kitchen must be included on the application form. If using a caterer, a copy of the caterer's license must be received at least 14 days before the event.
- Kitchen facilities are not supplied with cooking utensils. These must be provided by the applicant and must all be removed promptly and completely upon conclusion of the event. Refrigerator space may be limited due to active, ongoing City programs.
- Community Services staff are not authorized to sign for deliveries and are not authorized to permit any deliveries that vary from scheduled times. The Community Services Department cannot be held responsible for any items delivered early or left behind. The applicant or event contact person must accept all deliveries. The "set-up time" stated on the application form is the earliest time that any deliveries can be made.
- Attendance cannot exceed occupancy for the rented rooms(s), as shown on the following Community Center floor plan.
- The City is not responsible for personal injuries, damages, or stolen property.

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- Equipment or furnishings shall not be removed or rearranged without prior written approval from the Community Services Director.
- Smoking is not permitted at the Community Center facility per the City's Municipal Code.
- Open flames (i.e., candles) will not be allowed in the facilities, unless specifically authorized in writing by the Community Services Department.
- Nails, staples, tape, and similar hardware may not be used to attach materials to walls or ceilings in the Heritage Room. All decorative and other items, such as signs, shall be removed by the end of the rental period. Do not drag heavy items on floors. Rice, confetti, glitter, or birdseed are not allowed.
- Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the physical activity room or the gymnasium.
- Violations of City ordinances, state law, or a Facility Permit's terms and conditions, by any user, will result in the immediate revocation of the permit and the cancellation of the remainder of the reservation. The individual or group will not be issued a permit for twelve months from date of the violation.

B. Alcoholic Beverages

- Alcoholic beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Alcoholic beverages are limited to the use of white wine, champagne, and beer. Beer kegs are not allowed.
- Anyone requesting the use of alcoholic beverages must submit a proper application form with their facility use application. A \$50 alcohol permit fee will be charged to all applicants requesting to serve alcohol.
- Applications to serve alcoholic beverages will not be considered for approval for any activity with a youth emphasis. This includes such activities as birthday parties for minors or student activities.
- Alcohol may not be served to minors. Alcoholic beverages are to be served only to persons 21 years of age and older. The applicant's failure to comply, monitor, and enforce this law is

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grounds for terminating the activity and forfeiting the refundable deposits and all rental fees which have been paid.

- All alcoholic beverages must be consumed inside the rented area of the facility.
- The consumption of alcoholic beverages is prohibited during set up and clean up time.
- An Alcohol Beverage Control (A.B.C.) License must be provided if alcohol is to be sold during the scheduled activity, if a donation is requested or admission is by donation, if admission is charged, or if presale is charged for an event where alcohol is present.

1. It is the responsibility of the applicant to contact Alcohol Beverage Control to obtain a license. A letter regarding your event will be provided for you to present to the Alcohol Beverage Control License office. Contact Alcohol Beverage Control at:

28 Civic Center Plaza
Santa Ana, California
(714) 558-4101

2. A copy of the A.B.C. license must be submitted to the Community Services Department at least five (5) calendar days prior to your event.

C. Community Center Facility Use Scheduling

- Community Services staff will be on hand to admit you to the rented facilities at the time you have specified on the application form. Renters will be allowed to occupy the facilities only during the times listed on the application.
- Building staff will set up all tables, chairs, and equipment according to the set up plans provided. If no set up plan is submitted, building staff will set up the building according to standard set up configurations for the type and size indicated on the application.
- Due to limited space, storage will not be provided for building rentals. All equipment, supplies, food, and decorations brought in by renters must be removed by the renter before leaving the building and within the application rental time period.

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D. Decorations

- Decorations must be flame retardant.
- Decorations with hay or straw are prohibited. Users and attendees shall not throw confetti, birdseed, popcorn, rice, or other material.

E. Community Center Facility Clean Up

- Facilities must be left in the same condition in which they were found. Community Services staff will provide renters with a clean-up checklist that should be filled out before and after the activity to determine needed clean up or repairs before and after the rental. If the facility is not cleaned up as found, the applicant will pay for cleaning costs which will be taken from applicant's cleaning deposit. If clean-up costs are more than the cleaning deposit, the applicant will be responsible for paying the difference.

F. Adjustment of Rental Rates

- The facility rental rates under **Section IV. Fees** of this policy will be adjusted for inflation every two (2) years per City Council Resolution No. 2009-05-26-2 and City Council Resolution No. 2010-06-22-6.

IV. FEES – (UPDATED 7/1/2013)

| Facility | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|--------------------------------|-----------------------------|--------------------------|---------------------------------|------------------------------|-----------------|
| Heritage Room | | | | | |
| Weekday | \$95.00/hr | \$125.00/hr | \$150.00/hr | \$190.00/hr | \$230.00/hr |
| Weekend | \$105.00/hr | \$155.00/hr | \$175.00/hr | \$215.00/hr | \$240.00/hr |
| Overnight (flat fee per night) | \$160.00 | \$210.00 | \$260.00 | \$315.00 | \$365.00 |
| Heritage Room A/B/C | | | | | |
| Weekday | \$50.00/hr | \$55.00/hr | \$80.00/hr | \$100.00/hr | \$110.00/hr |
| Weekend | \$55.00/hr | \$60.00/hr | \$85.00/hr | \$110.00/hr | \$125.00/hr |
| Overnight (flat fee per night) | \$75.00 | \$105.00 | \$135.00 | \$160.00 | \$185.00 |

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| Facility | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|---|-----------------------------|--------------------------|---------------------------------|------------------------------|-----------------|
| Kitchen Use Fee (Large) | | | | | |
| Full Use w/Rental of Room (Per Hour) | \$35.00/hr | \$35.00/hr | \$35.00/hr | \$35.00/hr | \$60.00/hr |
| Partial Use w/Rental of Room (Flat Fee) Includes use of Refrigerator, Ice Machine | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$75.00 |
| Kitchen Rental Only (Per Hour) | \$40.00/hr | \$40.00/hr | \$40.00/hr | \$40.00/hr | \$70.00/hr |
| Large Classroom | \$45.00/hr | \$50.00/hr | \$60.00/hr | \$70.00/hr | \$80.00/hr |
| Individual Classroom | \$30.00/hr | \$40.00/hr | \$45.00/hr | \$50.00/hr | \$65.00/hr |
| Kitchen Use Fee (Small) | | | | | |
| Partial Use (Flat Fee) Includes use of Refrigerator, and Oven only | \$20.00 | \$20.00 | \$20.00 | \$20.00 | \$20.00 |
| Kitchen Rental Only | Not Available | Not Available | Not Available | Not Available | Not Available |
| Art Room | \$30.00/hr | \$40.00/hr | \$45.00/hr | \$50.00/hr | \$65.00/hr |
| Physical Activity Room | \$30.00/hr | \$40.00/hr | \$45.00/hr | \$50.00/hr | \$60.00/hr |
| Tower Room | \$35.00/hr | \$40.00/hr | \$45.00/hr | \$50.00/hr | \$50.00/hr |
| Plaza Rental | \$25.00/hr | \$30.00/hr | \$40.00/hr | \$50.00/hr | \$60.00/hr |
| Alcohol Permit Fee | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 |

Weekend Rate:

The weekend rate will begin at 5:00 p.m. on Fridays through 12:00 a.m. on Sundays.

Cancellation Fees:

14 or more days: 25% of deposit
14 or fewer days: 50% of deposit

Early Arrival/Late Departure Fee:

Time and one-half hourly rental fee

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Lobby Rental Fee:

\$50 flat fee

Dance Floor Rental Fee:

9' x 12' = \$100 rental fee

18' x 20' = \$200 rental fee

AV System with Screen and Podium Rental:

\$50 flat fee

Deposit Fee:

\$250 – Deposit for events not serving alcohol

\$500 – Deposit for events serving alcohol or in excess of 75 guests

Minimum Hourly Rental:

Two-hour minimum hourly rental – Heritage, Classroom, Art Room Only

ATTACHMENTS:

- Lower Floor Plan
- Upper Floor Plan

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CITY COUNCIL POLICY

**SUBJECT: PUBLIC RESERVATION AND FEE
POLICY**

POLICY No. 310

Effective Date: September 23, 1997

Last Revision: June 22, 2010

DEFINITIONS:

As used in this policy and City Council Reservation and Use Policies 309, 311, 312, 313, 314, 316:

Alcoholic Beverages - means beer, wine, malt liquor, or distilled spirits.

Athletic Fields- means baseball and softball diamonds, and fields used for sport activity such as soccer or lacrosse, etc., and are owned and operated by the City.

Community Center - means any portion of, whether indoors or outdoors, the Laguna Hills Community Center building.

Department - means Community Services Department.

Director - means the Community Services Director or his or her designee.

Eviction - means expulsion from a City Facility and, if applicable, revocation of a Facility Permit.

Exclusive Use - means the right to use a City Facility, or portion thereof, for any activity at a specified time, to the exclusion of others.

Facility(ies) - means all City owned or maintained property, whether indoors or outdoors.

Facility Permit - means written permission by the Director for a specified use of a City Facility or Park by approval and issuance of a "Community Center Facility Use Application & Permit", or an "Athletic Fields/Park Use Application and Permit".

Minors - means persons under 18 years of age.

Park - means all City parks (including all park amenities), open space areas, skate park, and roller hockey rink owned and operated by the City for park, recreation, or open space purposes.

Person - means every individual, firm, corporation, joint venture, association, social club, or any group or combination activity as a unit.

Special Events - means a large gathering that may include but is not limited to a concert, special interest show or expo, market, fair, festival, community event or mass participation sport (such as a marathon, running event, tournament or bicycle race).

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PURPOSE:

To establish procedures, in conjunction with the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapter 8-04), and City Council Reservation and Use Policies 309, 311, 312, 313, 314, 316 with respect to authorizing reserved and exclusive use of City Facilities and Parks.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Facility and Park rental use.

PROCEDURE:

I. PERMITS

A Facility Permit must be obtained from the Community Services Department of the City of Laguna Hills before any person shall occupy any part of a Facility on a reserved and exclusive-use basis or for any other activity listed in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapter 8-04).

II. APPLICATION PROCESS

A Person (including groups, associations, firms, or corporations) seeking issuance of a Facility Permit shall file an application with the Community Services Department. The applicant must be the person who is representing the group, association, firm, or corporation and is responsible for the Facility reservation. The application shall state:

- The name and address of the applicant.
- The name and address of the person, persons, corporation, or association sponsoring the activity, together with a list of the responsible officers and directors to whom notices and claims for damages may be directed.
- The day and hours for which the permit is desired (including set up and clean up times).
- The portion of the Facility for which such permit is desired.
- A numerical estimate of the anticipated attendance.

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- The percentage of the applicant group who are residents of the City of Laguna Hills. (Reasonable evidence of residential status may be required).
- Any other information that the City finds reasonable or necessary for the protection of a City Facility.

III. STANDARDS FOR ISSUANCE

The Community Services Department may issue a Facility Permit hereunder when it finds:

- That the proposed activity or use of a City Facility will not unreasonably interfere with general public enjoyment of other facilities;
- That the proposed activity or use will not unreasonably interfere with public health, welfare, safety, or recreation;
- That the proposed activity or use is not unlawful;
- That the proposed activity or use will not entail unusual, extraordinary, or burdensome expense to the City or require costly police support or assistance;
- That the City Facility desired has not been previously reserved;
- That the applicant, if applying on behalf of a firm, corporation, joint venture, association, social club, or any group or combination activity as a unit, be organized and in existence for at least thirty (30) days prior to seeking a Facility Permit;
- That required fees have been paid; and
- That, if applicable, evidence of insurance acceptable to the City has been provided.

IV. EFFECT OF PERMIT

A permittee shall be bound by all City rules and regulations, by all applicable City Ordinances and applicable provisions of state law, which are incorporated by reference as though fully set forth herein.

V. LIABILITY OF PERMITTEE AND RELEASE OF CITY

The applicant shall release City from any and all liability as stated in the Facility Permit.

VI. REVOCATION

The Department shall have the authority to summarily revoke a Facility Permit upon finding a violation of any provision, hereof, or upon finding a violation of any applicable City Ordinances, City rules and regulations, and/or state law.

VII. APPEAL

If an application and/or a Facility Permit is denied by the Director, an appeal may be made to the City Manager in writing within five business days of the Director's decision. The City Manager is not required to consider a late-filed appeal. The City Manager's decision on the appeal is final.

VIII. WAIVER OF FEES

Any and all applicable fees may be waived or reduced at the sole discretion of the City Manager, whose decision shall be final.

IX. ACTIVITIES FOR MINORS

Activities for minors (i.e., persons under 18 years of age) must be supervised by responsible adults at the ratio of one adult for every twenty minors. The City may require the applicant to also retain and provide City approved private security personnel, at the expense of the applicant, to be in attendance throughout the event time specified on the Facility Permit.

X. PRIORITY

Unless priority of use is specifically defined in City Council Reservation and Use Policies 309, 311, 312, 313, or 316, priority of use for all City Facilities shall be as follows:

- City programs, including those activities and events that the City of Laguna Hills is cosponsoring.
- Laguna Hills sports organizations directly sponsoring youth programs open to all applicants and predominately serving Laguna Hills youth.
- Local youth and adult organizations and groups such as, service, church, and veterans, whose membership is open to the public, provided such organization and/or group carries out its activities through an existing bona fide office, an existing recognized place of worship, or an established meeting place that is physically located within the City.
- Residents of the City of Laguna Hills.

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- Local merchants of the City of Laguna Hills wishing to reserve and make use of facilities for an activity directly related to their business pursuits within the City.
- Non-resident organizations.
- Non-resident individuals.

XI. VERIFICATION OF CLASSIFICATION

CATEGORY A

Resident Non-Profit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for non-profit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic Non-Profit Organization" filed with the State of California or non-profit tax identification number.

CATEGORY B

Resident Private: Individuals, clubs, organizations, and other groups, with a City of Laguna Hills address, and/or where its participants/memberships are made up of at least 50% residents from the City of Laguna Hills. Proof of residency is required.

CATEGORY C

Non- Resident Non-Profit: Non-profit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.

CATEGORY D

Non-Resident Private: Individuals, clubs, organizations, and other that are non-residents of the City of Laguna Hills.

CATEGORY E

Commercial: Business entities within or outside of the City of Laguna Hills boundaries.

XII. POLICY INTERPRETATION

It is the policy of the City of Laguna Hills to grant the Department administrative discretion to interpret and adjust the general rules of this policy and City Council Reservation and Use Policies 309, 311, 312, 313, 314, and 316 to meet specific needs of applicants and the City. Appeals must be made to the City Manager whose decision shall be final.

XIII. RULES AND REGULATIONS FOR ALL USERS

- Where determined to be necessary and applicable by the Department, special cleaning costs and/or use of City personnel required shall be paid by the applicant in addition to the rental fee.
- The status of organization must be proved by the applicant to the satisfaction of the Department. Any applicant requesting a non-profit classification must attach written verification and proof of non-profit status to application.
- Any group using City Facilities outside of the established hours of operation shall pay \$15 for each or any part of an hour for each City staff member assisting with the Facility reservation, in addition to the regular rental fee.
- Clean up/damage deposit fees may be required by the City prior to use of a Facility. Return of clean-up damage deposit (or portion thereof) will be made within 45 days from the date of Facility use, only if the Facility has been left in a condition and manner acceptable to the City.
- It is understood that all applicants shall be responsible for cleaning all equipment and City Facilities, unless otherwise provided for at the time of application.
- All applicants must arrange to meet with Department staff at least *fourteen* days before event to personally review needs, set up, etc.
- Reservations for a City Facility will not be approved for any dates beyond twelve (12) months in advance.
- Any cancellation of a scheduled Facility must be made in advance, according to the relevant policy and in writing to the City of Laguna Hills, 25555 Alicia Parkway, Laguna Hills, CA.
- Dependent upon the nature of the proposed activity or Facility use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name, as additional insureds, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions will be required based on City review of the proposed activity and be made on a case-by-case basis.
- Specifically, at dances and at such other occasions when, in the opinion of the Department, it is considered necessary, the assignment of one or more private security officers approved by the City (uniformed or plain

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clothes according to conditions) may be required. The cost to retain private security shall be borne by the applicant.

- Under no circumstances shall City equipment be removed from a Facility, except with express written approval of the Director.
- Users of City Facilities shall comply with all applicable state and federal laws and regulations, as well as with all applicable City Ordinances. User conduct or behavior that disrupts, disturbs, or otherwise impedes the orderly conduct of the scheduled activity permitted, or with the administration of City Facilities by City personnel, is prohibited. Users who engage in such disruptive conduct shall be barred from further participation at City Facilities during that day. Failure to abide by this provision shall result in the immediate revocation of the Facility Permit, without refund of fees paid, and the applicant shall be barred from further participation and attendance at the City Facility during that day.
- A Facility Permit may not be transferred, assigned, or sublet.
- All applicants are responsible for controlling noise that may be disturbing to other activities within the facility, or the surrounding neighborhood. Failure to abide by this provision shall result in immediate revocation of the Facility Permit and the applicant shall be barred from further participation at the City facilities during that day.
- Reservations will only be issued to persons 18 years of age and older, unless the application includes the use of alcoholic beverages in which case, reservations will only be issued to persons 21 years of age or older.
- If applying for an organization, the applicant must also have official authorization to apply on behalf of the organization.
- Any person or group causing property or equipment damage to City Facilities, including damage or defacement to park amenities such as grass and foliage, will be required to pay for such damage (based on current cost of repair or replacement as established by the City). Until such payment is received, the City shall have the right to cancel the applicant's current permit and reject future applications.
- The entire time needed to prepare food, decorate the facilities, or set-up before the event, and to completely clean up after the event must be reserved by the applicant and must be stated on the application form. Early arrival or late departure, by a caterer or any member of the applicant's party will result in additional fees.
- Major events in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of the event.
- The name, address, and telephone numbers of the Community Services Department or the Laguna Hills Community Center and Sports Complex

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may not be used as the official address or telephone number of any individual or groups using the facilities.

- Smoking in City Parks and the Community Center facility is prohibited per the City of Laguna Hills Municipal Code.
- An additional 50% surcharge will be added to all public reservation hourly rental fees for uses that have the intended purpose of generating revenue for an individual, club, business entity, and/or organization not defined in Category A.

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

SUBJECT: GROUP PICNIC/PARK RESERVATION
POLICY

POLICY No. 311

Effective Date: January 11, 2000

Last Revision: July 1, 2013

PURPOSE:

To promote orderly and effective use and enjoyment of City Parks. Any group of 50 or more persons will be considered a "Large Group" and required to obtain a Facility Permit for Park use from the Community Services Department. Groups of less than 50 persons may reserve a Park if they desire to assure use of the site. Large Group Park use will not be permitted on consecutive weekend days at the same Park without special approval from the Community Services Department. Facility Permits are issued subject to compliance with the following Park use policies and regulations.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Group Picnic/Park Reservations.

PROCEDURE:

I. POLICIES AND PROCEDURES

- A. Applicants must complete a Facility Permit application for group picnic or Park facility use. The applications must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.
- B. An applicant must specify an exact list of the equipment that the applicant wishes to bring on the Facility Permit application. A map showing the locations of equipment may be required.
- C. The Community Services Department reserves the right to limit the hours of use of Park facilities to prevent adverse effect for adjacent residents or damage to the facilities or turf because of excessive use.
- D. All fees must be paid at the time of application.
- E. Deposit fees are not refundable if any condition of the reservation has not been met.

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- F. If cancellation is made less than 14 days prior to the scheduled Park use, fifty percent of the refundable deposit will be forfeited.
- G. Heavy rain, as determined by park staff, on the date of the reservation qualifies an applicant for a refund or selection of an alternate date. Be sure to contact park staff to confirm determination.
- H. **ALCOHOL IS PROHIBITED**. No Person shall consume, possess, sell, or transfer any alcoholic beverages within a Park per City Ordinance.
- I. Smoking is prohibited in a Park per City Ordinance.
- J. Dependent upon the nature of the proposed activity or Park use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than 1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name, as additional insured, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions shall be submitted to the City Clerk via the Community Services Department for approval at least fourteen (14) days prior to reservation date. (See attached "Guidelines for Obtaining an Insurance Certificate.")
- K. Amplified sound systems, generators, moon bounces, tents, dunk tanks, pony rides, tents, or other items that could cause damage or disruption should be noted on the application form and are not permitted unless approved by the Director, or his or her designee. They must be kept in designated areas only. The applicant must provide an adequate safety and cleanup plan for review prior to approval. Additional insurance may be required at applicant's expense.
- L. Large Group Park users utilizing the Laguna Hills Community Center and Sports Complex may not use Community Center facilities (except restrooms) or other City Facilities without a separate reservation.

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- M. Park amenities (including fields, volleyball and basketball courts, etc.) may be reserved for up to three (3) hours of use in conjunction with a group picnic reservation when available. To request a Park amenity use reservation, please indicate a three (3) hour time slot on the application. Otherwise, all amenities are on a first come, first serve basis and cannot be reserved.
- N. No glass containers are allowed in a Park per City Ordinance.
- O. Applicant is responsible for cleanup following the reservation period. Groups failing to perform cleanup after their activity will forfeit their total deposit.
- P. Group picnics in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of the event.
- Q. Group users must abide by all regulations stated in the Park and Recreation Facility Use Regulations (City of Laguna Hills Municipal Code, Chapter 8-04).

II. PARK USE FEES – (UPDATED 07/01/2013)

| | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|--|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Neighborhood Park | | | | | |
| Refundable Deposits | \$100.00 | \$100.00 | \$100.00 | \$100.00 | \$200.00 |
| Rental Fees | \$0 | \$20.00/hr | \$ 40.00/hr | \$ 45.00/hr | \$ 60.00/hr |
| CC Sports Complex | | | | | |
| Refundable Deposits | \$100.00 | \$100.00 | \$100.00 | \$100.00 | \$200.00 |
| Picnic Shelter Rental Fees (per bay) | \$15/hr | \$25.00/hr | \$40.00/hr | \$50.00/hr | \$75.00/hr |
| Picnic Shelter Entire Bay Rental | \$45.00/hr | \$75.00/hr | \$95.00/hr | \$155.00/hr | \$230.00/hr |
| Picnic Shelter Entire Bay Overnight (flat fee) | \$90.00 | \$150.00 | \$180.00 | \$300.00 | \$450.00 |
| Gazebo | \$10.00/hr | \$10.00/hr | \$15.00/hr | \$15.00/hr | \$15.00/hr |
| Town Green | \$25.00/hr | \$30.00/hr | \$35.00/hr | \$40.00/hr | \$45.00/hr |

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Group Picnic/Park Reservation Policy**

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: ATHLETIC FIELD TOURNAMENT
 POLICY**

POLICY No. 312

Effective Date: January 11, 2000

Last Revision: June 22, 2010

PURPOSE:

To establish a policy regulating the utilization of City-owned Athletic Fields for tournament play.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Athletic Fields for tournaments.

PROCEDURE:

I. Reservations

- A. Tournament applicants must complete a Facility Permit application for Athletic Field use. The application must be received at least forty-five (45) days in advance. Requests received less than forty-five (45) days in advance will be granted if conditions allow.
- B. Preference for tournament dates shall be considered in accordance with the following criteria:
 - Community Services Department tournaments or tournaments cosponsored by the City of Laguna Hills.
 - Laguna Hills sports organizations directly sponsoring youth programs open to all applicants and predominately serving Laguna Hills youth.
 - Resident Non-Profit: Local clubs and organizations that are open to the general public and have their headquarters in the City of Laguna Hills. Application for non-profit rentals must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic Non-Profit Organization" filed with the State of California or non-profit tax identification number.

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No. 312
Athletic Field Tournament Policy**

- Non-Resident Non-Profit: Non-profit clubs, organizations, and other groups that are non-residents of the City of Laguna Hills. Documentation required as stated above.
- All other groups.

II. Fees

Applications for a Facility Permit must be accompanied by a \$150.00 non-refundable deposit, which is applied, to the balance due. A tournament schedule and payment in full will be due fourteen (14) calendar days before or prior to the actual user dates. If deposits and fees are not made on time, priority will be forfeited and fields reallocated.

- Clean up/Damage Deposit - A \$250 refundable cleanup/damage deposit will be required.
- Rental Rates for Athletic Fields are provided in Policy No. 314, Athletic Field/Roller Hockey/Skate Park Facility Reservation Policy.
- Staffing fee - A \$15 per hour staffing fee will be charged for each City staff member assisting with the tournament, in addition to the regular rental fee. Staff duties include supervision of the complex, monitoring of field preparation, facility access, emergency and injury assistance, the opening and securing of the complex, and enforcement of all Department rules and regulations and City ordinances.
- Tournament applicants will also be charged for required trash and recycling service for the tournament at the current rate of service of the City's franchised waste hauler. The City will coordinate the required trash service dependent on the nature of the tournament with the City's franchised waste hauler. This non-refundable fee will be due with the use fees at least fourteen (14) days prior to the dates of use.
- Tournament groups may be responsible for additional costs for field preparation. This fee will be due fourteen (14) days prior to the dates of use.

III. Policies and Procedures

- A. In the event of cancellation, it is the applicant's responsibility to notify the Community Services Department (and tournament participants) at least thirty (30) days prior to the permit date if they wish a refund. All refundable use fees and deposits will be returned if canceled thirty (30) days prior to reservations. Those dates canceled after thirty (30) days will be assessed a 50 percent

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Athletic Field Tournament Policy

handling fee. If a confirmed user cancels less than fourteen (14) days before the scheduled use or does not appear for the event, there will be no refund of any fees paid.

- B. Special approval must be obtained for the use of amplified music or a public address system. A letter requesting approval should be addressed to the Director of Community Services and should be submitted a minimum of 45 days in advance.
- C. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) is not permitted without the express written permission of the Community Services Department.
- D. **ALCOHOL IS PROHIBITED.** No persons shall consume, possess, sell, or transfer any alcoholic beverages on Athletic Fields or surrounding Park area.
- E. No glass containers are allowed in a Park per City ordinance.
- F. Smoking is prohibited in a Park per City ordinance.
- G. Applicant is responsible for facility cleanup of the entire field and/or complex area. All trash must be placed in the proper receptacles. Arrangements may be required for cleaning as deemed necessary by the Community Services Department.
- H. Dependent upon the nature of the proposed activity or facility use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit from an insurer admitted in the State of California. This liability insurance policy must name, as additional insureds, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions shall be submitted to the City Clerk via the Community Services Department for approval at least (30) days prior to tournament date. (See attached "Guidelines for Obtaining a Certificate of Insurance.")

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Athletic Field Tournament Policy

- I. Cancellations due to inclement weather, etc., shall result in a complete refund (not to include insurance) or another available date at the applicant's option.
- J. Violations of City ordinance, state law, or Facility Permit terms and conditions by any user will result in the immediate revocation of the permit and the cancellation of the remainder of the tournament and shall forfeit all deposits. The applicant will not be issued another permit for Facility use for twelve months from the date of the violation.
- K. Only the Community Services Department or an organization or crew approved by the Department prior to the tournament is permitted to maintain the fields.
- L. Cleanup deposits will be refunded, provided there is no damage or defacement to the Park amenities, including equipment, grass, or foliage. In the event damage exceeds the amount of deposit, the remainder of the charges will be billed to the applicant, the amount to be determined by the City of Laguna Hills. User must complete a Condition of Facility report with park staff immediately before and after the tournament in order for the cleanup deposit to be refunded. Failure to complete the cleaning or the report will cause a forfeiture of the cleaning deposit. Contractual cleaning costs will not be refunded.
- M. All signs or advertising require approval at time of application. All publicity (flyers, public service announcement, posters, etc.) must first receive Department approval prior to being distributed.
- N. Motorized vehicles are allowed on designated areas of the park facility grounds for time periods specified only when prior approval has been obtained from the Department. This includes, but is not limited to: beverage trucks, unloading of supplies, etc.
- O. Use of generators, canopies, tents, etc., must be approved at the time of application and must meet all City codes.
- P. Games may not begin before 8:00 a.m. and must end by 10:00 p.m. each night.
- Q. Tournaments in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments,

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Athletic Field Tournament Policy**

and other requirements or documentation as determined by the Community Services Department based on the nature of the event.

IV. DEPOSIT SCHEDULE

| Fee Type | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|------------------------------------|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Deposits | | | | | |
| Tournament Cleanup (refundable) | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 |
| Field Deposit (non-refundable) | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 |

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: GYMNASIUM RENTAL AND USE
POLICY**

POLICY No. 313

Effective Date: January 11, 2000

Last Revision: July 1, 2013

PURPOSE:

To establish a policy regulating the use of the Laguna Hills Community Center and Sports Complex gymnasium facility.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of gymnasium rental and use.

PROCEDURE:

I. PRIORITY USE

Scheduling preference for gymnasium dates shall be considered in accordance with the following criteria:

- A. Community Services Department programs and tournaments or tournaments cosponsored by the City of Laguna Hills.
- B. Not for profit Laguna Hills sports organizations directly sponsoring youth programs open to all applicants and predominately serving Laguna Hills youth.
- C. Charitable, non-profit organizations servicing the Laguna Hills area and areas outside the Laguna Hills community.
- D. All other groups.

II. APPLICATION PROCESS

- A. Applicants must complete a Facility Permit application for gymnasium use. The application must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.

III. POLICIES AND PROCEDURES

- A. Game and practice schedules must allow for a forty-five (45) minute pause between the start and finish of each individually scheduled practice and/or game to allow for adequate parking. Game schedules must be attached to the Facility Permit application.
- B. Special approval must be obtained for the use of amplified music or a public address system. A letter requesting approval should be addressed to the Director of Community Services and should be submitted with the application.
- C. Due to the special flooring, hard-soled shoes, food, or beverages are not allowed in the gymnasium.
- D. All fees must be paid at the time of application.
- E. Dependent upon the nature of the proposed activity or gymnasium use, the City may, at its discretion, require the applicant to obtain, at his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than \$1,000,000 combined single limit from an insurer admitted in the State of California. This liability insurance policy must name, as additional insureds, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions shall be submitted to the City Clerk via the Community Services Department for approval at least seven (7) days prior to reservation date. (See attached "Guidelines for Obtaining a Certificate of Insurance.")
- F. Applicant is responsible for cleanup following the reservation period. Groups failing to perform cleanup after their activity will be billed based on current cost of repair, cleanup, or replacement as established by the City.
- G. **ALCOHOL IS PROHIBITED.** No person shall consume, possess, sell, or transfer any alcoholic beverages within the gymnasium facility.
- H. Smoking in the gymnasium is prohibited per City Ordinance.

**City Council Policy
No. 313
Gymnasium Rental and Use Policy**

- I. **Gymnasium rentals in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of event.**
- J. The rental rates under **Section IV., A. Gymnasium Rates** of this policy shall be adjusted for inflation every two (2) years per City Council Resolution No. 2009-05-26-2.
- K. The rental rates under **Section IV., B. Laguna Hills Youth Sports Organization Gymnasium Rates** of this policy shall be adjusted every two (2) years as set forth in City Council Resolution 2010-06-22-6.

IV. FEES

A. Gymnasium Rates – (Updated 07/01/2013)

| Type of Use | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|---|-----------------------------|--------------------------|---------------------------------|------------------------------|-----------------|
| One Court | \$25.00/hr | \$50.00/hr | \$65.00/hr | \$100.00/hr | \$120.00/hr |
| Full Gymnasium | \$45.00/hr | \$100.00/hr | \$150.00/hr | \$175.00/hr | \$215.00/hr |
| Full Gymnasium Overnight (flat fee per night) | \$70.00 | \$185.00 | \$300.00 | \$350.00 | \$430.00 |

B. Laguna Hills Youth Sports Organization Gymnasium Rates

The following rates will apply to a Laguna Hills not-for-profit youth sports organization that is comprised predominately of Laguna Hills resident youths and the sports organization is open to all youth applicants. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors.

Application for Laguna Hills Youth Sports Organization gymnasium use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic Non-Profit Organization" filed with the State of California or non-profit tax identification number. Appropriate documentation to verify Resident Non-Profit status may also be

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Gymnasium Rental and Use Policy**

requested which includes, but is not limited to, team rosters, utility bills from team player's place of residence, sports organization's bylaws, mission statements or equivalent.

| Type of Use | Youth Sport Organization |
|---|--------------------------|
| Without Lights | |
| One Court | No charge |
| Full Gymnasium | No charge |
| With Lights | |
| One Court | \$15.00/hr |
| Full Gymnasium | \$30.00/hr |
| Full Gymnasium Overnight (flat fee per night) | \$70.00 |

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: ATHLETIC FIELD/ROLLER HOCKEY /
SKATE PARK FACILITY RESERVATION
POLICY**

POLICY No. 314

Effective Date: January 11, 2000

Last Revision: July 1, 2013

PURPOSE:

To establish a policy regulating the utilization of City owned Athletic Fields, roller hockey rink, and skate park.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of Athletic Fields, roller hockey facility, and skate park reservations.

PROCEDURE:

I. RESERVATIONS

Applicants must complete a Facility Permit application for Athletic Field, roller hockey facility, and/or skate park use. The application must be received at least fourteen (14) days in advance. Requests received less than fourteen (14) days in advance will be granted if conditions allow.

- A. Reservation of the roller hockey facility may be made for games or practices with the following restrictions:
 - A maximum of one use per week.
 - Facility may only be reserved on a one-hour minimum/maximum basis.
 - During prime seasons, teams may be restricted to the use of one-half of the facility depending upon availability. Fees will be adjusted accordingly.
- B. City programs and activities will take precedence over other roller hockey facility reservations. Reservations will be taken in order of priority as follows:

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Athletic Field Hockey/Skate Park Facility Reservation Policy

- Recreational youth teams currently enrolled in the Laguna Hills Hockey League.
- Adult teams currently enrolled in a Laguna Hills Hockey League.
- Private parties or practices.
- Special events, tournaments, filming, etc.

II. POLICIES AND PROCEDURES

In the event of cancellation, it is the applicant's responsibility to notify the Community Services Department at least fourteen (14) days prior to the reservation date if they wish a refund. All refundable use fees will be returned if canceled fourteen (14) days prior to reservations. Those dates canceled after fourteen (14) days will not be refunded.

- A. Game and practice schedules must allow for a forty-five (45) minute pause between the start and finish of each individually scheduled practice and/or game to allow for adequate parking. Game schedules must be attached to the Facility Application.
- B. Special approval must be obtained for the use of amplified music or a public address system. A letter requesting approval should be addressed to the Director of Community Services and should be submitted a minimum of 30 days in advance.
- C. The sale of any and all items (i.e., programs, T-shirts, souvenirs, etc.) are not permitted without the express written permission of the Community Services Department.
- D. **ALCOHOL IS PROHIBITED.** No person shall consume, possess, sell, or transfer any Alcoholic Beverages within the roller hockey facility, Athletic Fields, skate park, or surrounding Park area.
- E. Smoking is prohibited in a City Park per City Ordinance.
- F. No glass containers are allowed in a Park, per City Ordinance.
- G. Applicant is responsible for facility cleanup of the entire roller hockey rink, Athletic Field(s), skate park, and surrounding Park area if applicable.
- H. Dependent upon the nature of the proposed activity or facility use, the City may, at its discretion, require the applicant to obtain, at

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his/her own expense, a comprehensive general liability insurance policy covering bodily injury and property damage in an amount not less than 1,000,000 combined single limit from an insurer admitted within the State of California. This liability insurance policy must name, as additional insured, the City of Laguna Hills, its officers and employees. The City, depending on the nature of activity may also require that this insurance cover the applicant's participants as well as spectators or others attending the activity. These insurance provisions shall be submitted to the City Clerk via the Community Services Department for approval at least fourteen (14) days prior to reservation date. (See attached "Guidelines for Obtaining an Insurance Certificate.")

- I. Cancellations due to inclement weather, etc., shall result in a complete refund (not to include insurance) or another available date at the applicant's option.
- J. Violations of City ordinances, state law, or Facility Permit terms and conditions by any user will result in the immediate revocation of the permit and the cancellation of the remainder of the reservation. The individual will not be issued a permit for twelve months from the date of the violation.
- K. City may at its option, elect to require the group user to provide a \$250 damage deposit which is refundable if the facility is left in appropriate condition after use. A portion or all of the deposit may be retained if facility is not left in appropriate condition. If damage incurred exceeds the \$250 deposit amount, the facility renter will be billed for the additional costs.
- L. Users must abide by all regulations stated in the Park and Recreation Facility Use Regulations, Chapter 8-04, Laguna Hills Municipal Code.
- M. Athletic Field, skate park and roller hockey rink rentals in excess of 500 attendees may require a Special Event Permit, additional approvals from other City departments, and other requirements or documentation as determined by the Community Services Department based on the nature of event.
- N. The rental rates under Section III., Fees of this policy shall be adjusted for inflation per City Council Resolution No. 2010-06-22-6.

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Athletic Field Hockey/Skate Park Facility Reservation Policy**

III. FEES

Fees are based on an hourly rate. All fees must be paid within two (2) weeks of the application approval date.

A. Roller Hockey Facility – (Fees updated 07/01/2013)

| Type of Use | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|---------------------------------------|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Daytime Use | \$25.00 | \$30.00 | \$40.00 | \$50.00 | \$85.00 |
| Use of Hockey Facility with Lights | \$30.00 | \$35.00 | \$50.00 | \$60.00 | \$95.00 |

B. Skate Park

| Type of Use | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|-----------------|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Half-day Rental | NA | NA | NA | NA | \$500.00 |
| Full-day Rental | NA | NA | NA | NA | \$1,000.00 |

C. Athletic Fields (hourly rates listed below are per field)

For the purposes of establishing Athletic Field Rates for Laguna Hills youth sports organizations, the Resident Non-Profit category in this Policy 314, Section III., C. shall be defined as follows:

A Laguna Hills' not-for-profit youth sport organization that is comprised predominately of Laguna Hills resident youths and the sports organization is open to all youth applicants. In addition, the youth sports organization is administered by volunteer Laguna Hills residents that serve as officers, coaches, commissioners, or board of directors.

Application for Resident Non-Profit athletic field use must include a Federal Tax Exempt I.D. number, and may require proof of same by showing either a "Statement of Domestic Non-Profit Organization" filed with the State of California or non-profit tax identification number. Appropriate documentation to verify Resident Non-Profit status may also be requested which includes, but is not limited to, team rosters, utility bills from team player's place of residence, sport organization's bylaws and/or mission statements or equivalent.

City Council Policy**No. 314****Athletic Field Hockey/Skate Park Facility Reservation Policy**

| | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|--|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Daytime Use (No Lights) | | | | | |
| Cabot Park | \$0 | \$30.00/hr. | \$35.00/hr. | \$40.00/hr. | \$45.00/hr. |
| Laguna Hills High School | \$0 | \$25.00/hr. | \$30.00/hr. | \$35.00/hr. | \$40.00/hr. |
| Laguna Hills Community Center & Sports Complex | \$0 | \$30.00/hr. | \$35.00/hr. | \$40.00/hr. | \$45.00/hr. |

| | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|--|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Use of Fields with Lights | | | | | |
| Laguna Hills High School | \$15.00/hr. | \$35.00/hr. | \$40.00/hr. | \$45.00/hr. | \$55.00/hr. |
| Laguna Hills Community Center & Sports Complex | \$15.00/hr. | \$40.00/hr. | \$45.00/hr. | \$50.00/hr. | \$60.00/hr. |
| Field Overnight (flat fee per night) | \$20.00 | \$40.00 | \$40.00 | \$60.00 | \$80.00 |

D. Non-Primary Use of Athletic Fields

The rates for use of Athletic Fields other than for sport related activities are provided in the table below.

| | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|--|--------------------------------------|-----------------------------------|--|---------------------------------------|-------------------------|
| Non-primary usage of fields (without Lights) | \$45.00/hr. | \$50.00/hr. | \$55.00/hr. | \$60.00/hr. | \$70.00/hr. |
| Non-primary usage of fields (with Lights) | \$60.00/hr. | \$65.00/hr. | \$70.00/hr. | \$75.00/hr. | \$80.00/hr. |
| Non-primary usage of fields Overnight (flat fee) | \$40.00 | \$60.00 | \$60.00 | \$80.00 | \$100.00 |

ATTACHMENTS:

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: TREE PRESERVATION
POLICY No. 315**

Effective Date: February 24, 1998

Last Revision: February 24, 1998

PURPOSE:

To establish guidelines for public tree trimming and tree removal practices.

BACKGROUND:

Trees are an important asset in the community and their preservation is a goal of the City's General Plan. Maintenance of public trees is performed for the health of the tree, enjoyment of the residents, and for wildlife benefits. As existing trees reach a mature age, the City receives increasing requests for tree trimming and tree removal. This policy is provided to clarify the conditions which the City will utilize to evaluate such requests.

The City of Laguna Hills has an estimated 5,000 public trees located in its parks and open spaces and along the public streets. Unfortunately, some poor choices were made in the past as to the selection of tree types, locations of planting and maintenance practices, particularly in narrow residential parkway areas. Many tree species have grown or will grow too large for their settings. The root systems of some trees have caused sidewalks, curbs, and gutters to become damaged or infringed upon private properties. Other species have not thrived well in their Laguna Hills environment and are not healthy specimens.

As a result of these tree growth problems and normal tree maintenance practices, the City's Public Works Department has prepared the Tree Preservation Policy to provide guidance to mitigate the problems and expenses to the community caused by trees while preserving as many trees as possible.

POLICY:

Authorized Tree Trimming:

Laguna Hills is currently on a three year trimming cycle. Trees are pruned for the following reasons: (1) health maintenance, structural form and safety; (2) to provide vertical clearances in the public right-of-way (trees are raised to 9 feet over sidewalks and 16 feet over streets) for pedestrians and vehicles, and (3) to address trees which become larger than is desirable or safe for given site constraints.

Tree trimming involves thinning and raising branches. Thinning out can reduce the height and spread of a tree while retaining its natural shape and is the practice preferred rather than topping. Topping adversely impacts tree structure. Trees will not be topped. Trees will not be trimmed solely for the benefit of views or for litter control.

The appropriate time to fully trim a tree will depend on the type of tree, its condition, and the results desired. Light pruning can be done any time. Broken, dead, weak, or individual branches can be removed with little or no effect on a tree, no matter what time of the year. Generally, however, tree trimming will be scheduled in the Fall/Winter months.

No person, other than the City, is authorized to trim public trees without an appropriate permit. A tree trimming permit may be issued for the trimming or thinning of a tree only in accordance with guidelines established by the City. If a permit is issued and granted for a private entity to trim a tree, the permit shall be available on-site at all times during trimming activity.

Authorized Tree Removal

Upon request, and for the criteria described below, public trees will be inspected and authorized for removal:

1. Tree is diseased and declining.
2. Tree is damaging the sidewalk, curb or gutter, and is not receptive to preventative root pruning.
3. The tree and/or its roots are a threat to private property.

No person, other than the City, is authorized to remove public trees without a permit. Trees will not be removed solely for view enhancement. Tree removal includes stump and root removals in a manner meeting the approval of the City.

For the preservation of these assets, a resident requesting removal of a street tree, that has been justified for removal by the City, will be requested to donate and plant another tree in its place. The size, species type, and location will be specified by the Director of Public Works or his designee. If the resident will not replace the tree, the City will do so provided the tree is determined by the Director of Public Works to enhance the tree preservation goals.

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Tree Preservation

Unauthorized Tree Removal or Trimming

Any person identified as having removed or trimmed a tree, so as to cause damage to the tree will be responsible for the full cost of replacement of the tree.

Street Tree List

The following list of tree species shall be used by the Director of Public Works or his designee when selecting a replacement tree for street parkways.

Species for 2-3 Foot Parkways, or 2'X2' Cut-Outs

Expected root flair diameter 1' to 1.5 ft. at 40 years

- Lagerstoemia indica "fauriei" (mildew resistant)
- Crape Myrtle
- Tristania laurina
- Brisbane Box
- Pyrus calleryana "Aristocrat"
- Aristocrat Pear
- Cercis occidentalis
- Western Redbud

Species for 3-5 Foot Parkways, or 4'X4' Cut-Outs

Expected root flair diameter 1.5' to 2 ft. at 40 years

- Pyrus calleryana "Bradford"
Bradford Pear
- Archontophoenix cunninghamiana
Queen Palm
- Metrosideros excelsus
New Zealand Christmas Tree
- Pistachia chinensis
Chinese Pistache
- Hymenosporum flavum
Sweetshade

Species for 5-6' Ft. Parkways or 5'X5' Cut-Outs

Expected root flair diameter 2' to 4 ft. at 40 years

- Melaleuca uuinquenervia
Paperbark; cajeput tree

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- Geijera parviflora
Australian Willow
- Ulmus parvifolia
Chinese Elm
- Jacaranda acutifolia
Jacaranda
- Brachychiton populneus
Bottle Tree
- Ginkgo biloba (grafted male only)
Ginkgo
- Bauhinia variegata
Purple Orchid Tree
- Pinus eldarica
Mondale Pine

ATTACHMENTS

- None

CITY OF LAGUNA HILLS



CITY COUNCIL POLICY

**SUBJECT: SPECIAL EVENT PERMIT AND
RESERVATION POLICY**

POLICY No. 316

Effective Date: June 12, 2007

Last Revision: June 22, 2010

PURPOSE:

To establish a policy regulating the utilization of City-owned Facilities for Special Events.

POLICY:

It shall be the policy of the City of Laguna Hills to follow a prescribed process and consistent procedure regarding the authorization of a Facility Permit for Special Event reservations.

DEFINITION:

A Special Event means a large gathering that may include, but is not limited to, a concert, special interest show or expo, market, fair, festival, community event or mass participation sport (such as a marathon or other running event, tournament or bicycle race).

PROCEDURE:

I. Policies and Procedures

- A. All Special Events that are held on City of Laguna Hills Parks and Facilities must complete a Facility Permit application and pay associated fees. A completed application may be filed as early as one year before the event, but must be received no later than thirty (30) days before the actual Special Event date. Private parties contained within the community center may be subject to this policy at the discretion of the Community Services Director or designee. It is the applicant's responsibility to check local ordinances and comply with them or risk the forfeiture of the permit.
- B. A mandatory site meeting will be scheduled with the Special Event applicant at the site of the proposed Special Event. An applicant's caterer or Special Event coordinator should also attend the site meeting if applicable. This meeting should be held at the earliest time

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available, but no later than thirty (30) days before Special Event set-up begins.

- C. Each Special Event application is required to have a Special Event site plan attached to the Special Event application. The site plan will include but not be limited to:
1. An outline of the entire Special Event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the Special Event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
 2. The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
 3. The provision of minimum twenty (20') foot emergency access lanes throughout the event venue.
 4. The location of first aid facilities and ambulances.
 5. A detail or close-up of the food booth and cooking area configuration including booth identification of all vendors cooking with flammable gases or barbecue grills.
 6. Generator locations and/or sources of electricity.
 7. Placement of vehicles and/or trailers.
 8. Exit locations for outdoor Special Events that are fenced and/or locations within tents and tent structures.
 9. Identification of all Special Event components that meet accessibility standards.
 10. Other related Special Event components not listed above.
- D. The City of Laguna Hills requires that Special Event organizers provide a current Certificate of Insurance naming the City of Laguna Hills and its elected boards, officers, agents, and employees as additional insured for one million dollars (\$1,000,000) combined single limits, per occurrence and in the aggregate.
- E. Special Event organizers shall not promote or market event before the Special Event has been approved by the City of Laguna Hills.

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Acceptance of the Special Event permit is not a guarantee of the date and location, or an automatic approval of the Special Event. Promotional items of concern include those that may damage public and private property, violate City sign code ordinances or are difficult to clean or remove from the venue. Banners and posters may only be installed on the permitted section during the Special Event and listed on the site plan. Sandwich boards, posters, and other signage are not allowed outside the venue in the City of Laguna Hills without prior authorization from the Community Development Department.

- F. It is important that Special Event organizers plan for the safe arrival and departure of Special Event attendees, participants and vendors. If more than 500 people will be attending the Special Event at one time, a parking and/or shuttle plan must be filed with the Community Services Department.
- G. If an organization is constructing any structures, including climbing walls, stages, tents, grandstands, or bleachers, this information must be included on the site plan. All tents, structures, stages and portable seating must adhere to all relevant building and fire codes and are subject to inspection and permits.
- H. Each Special Event must supply a list of entertainers, timeline (including sound checks), and types of music/entertainers. If a group is having amplified sound, it must be included in the application and adhere to local sound ordinances.
- I. Alcoholic beverages are permitted only within the confines of the Laguna Hills Community Center building and adjacent patios and courtyard. Alcoholic beverages are limited to the use of white wine, champagne, and beer. Applications to serve alcohol will not be considered for approval for any activity with a youth emphasis. Alcohol may not be served to minors. If alcohol is being served or sold, a certificate from the State of California Department of Alcohol Beverage and Control must be obtained and a copy of the certificate must be filed with the City of Laguna Hills Community Services Department. Furthermore, it must be indicated on the site plan the management of the alcohol distribution.
- J. If food is being sold, a health permit is required from the County of Orange Healthcare Agency with a copy of the permit to be filed with the City of Laguna Hills Community Services Department. If food is

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being served, a description of the items and how it is being served is mandatory and may require a health permit.

- K. All Special Events utilizing public restrooms shall be responsible for cleaning and supplying restrooms. Special Events expecting 1,000 or more people at a time will be required to have portable toilets and hand washing sinks. This information is required on the site plan and application. One bathroom stall/portable toilet is recommended for every 250 people attending the event.
- L. Special Events must comply with all City, County, State and Federal Disability Access Requirements applicable to the event. Disability access may include parking, rest rooms, telephones, accessible vendors and booths, transportation and clear paths of travel.
- M. At Special Events, it is the responsibility of the Special Event organizer to properly dispose of waste and garbage throughout the term of the Special Event and immediately upon conclusion of the Special Event the area must be returned to a clean condition. Should an organization fail to perform adequate cleanup or damage occurs to City property and facilities due to a Special Event, the organization will be billed for the full cost incurred by the City plus overhead for cleanup and repair.
- N. Special Event organizers will prepare a plan for the type of security or other arrangements that will be provided to ensure that participants are properly directed and prevention of unlawful conduct by participants and attendees. Many Special Events will require the services of a professional security company licensed by the State of California and will require licensed private security guards and police officers to adequately staff the Special Event.
- O. Special Events that are multi-day (including set-up and take-down) will be required to pay normal hourly fees during normal business hours (8 a.m. – 10 p.m.) and a flat fee for overnight (10 p.m. – 8 a.m.). Security must be provided at a cost to the Special Event organizer to secure belongings at site overnight.
- P. Special Events shall not exclude the public from the general use of any park or public property or charge an entry fee to any City park or public property during the course of the event. Fees may be charged for Special Event participation.

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- Q. Special Event Applicants will also be charged for required trash and recycling service for the Special Event at the current rate of service of the City's franchised waste hauler. The City will include the cost of the required trash and recycling service on the total cost of the permit, and the City will coordinate the required trash service dependent on the nature of the Special Event with the City's franchised waste hauler.

II. Special Event Deposits

| | A RESIDENT NON-PROFIT | B RESIDENT PRIVATE | C NON-RESIDENT NON-PROFIT | D NON-RESIDENT PRIVATE | E COMMERCIAL |
|-------------------------------|---|---|---|---|---|
| Special Event Deposits | | | | | |
| 250-499 people | \$250.00 non-refundable; \$500.00 refundable | \$250.00 non-refundable; \$500.00 refundable | \$250.00 non-refundable; \$500.00 refundable | \$250.00 non-refundable; \$500.00 refundable | \$250.00 non-refundable; \$500.00 refundable |
| 500-999 people | \$250.00 non-refundable; \$1,000.00 refundable | \$250.00 non-refundable; \$1,000.00 refundable | \$250.00 non-refundable; \$1,000.00 refundable | \$250.00 non-refundable; \$1,000.00 refundable | \$250.00 non-refundable; \$1,000.00 refundable |
| 1,000-1,499 people | \$250.00 non-refundable; \$1,500.00 refundable | \$250.00 non-refundable; \$1,500.00 refundable | \$250.00 non-refundable; \$1,500.00 refundable | \$250.00 non-refundable; \$1,500.00 refundable | \$250.00 non-refundable; \$1,500.00 refundable |
| Over 1,500 people | \$500.00 non-refundable; \$2,000.00 refundable | \$500.00 non-refundable; \$2,000.00 refundable | \$500.00 non-refundable; \$2,000.00 refundable | \$500.00 non-refundable; \$2,000.00 refundable | \$500.00 non-refundable; \$2,000.00 refundable |

III. Special Event Rental Rates

- A. Rates for Community Center Facility Use are provided in Policy No. 309 Community Center Facility Reservation Policy.
- B. Rates for Group Picnic and Park Use are provided in Policy No. 311 Group Picnic/Park Reservation Policy.
- C. Rates for Gymnasium Use are provided in Policy No. 313 Gymnasium Rental and Use Policy.

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- D. Rates for the roller hockey rink, skate park, and Athletic Fields are provided in Policy No. 314 Athletic Field/Roller Hockey/Skate Park Facility Reservation Policy.

ATTACHMENTS:

- None